This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: College Group - East Surrey College & John Ruskin College

POST OUTLINE:

To lead a culture of inclusivity and manage the additional learning support offer for learners with EHCPs or identified ALS needs across the College Group.

Post Reports To: Assistant Principal Student Support (College Group)

Key Accountabilities:
- Working closely with the Assistant principal Student Support to implement strategies and operational approaches that maximises the support for students within an efficient, financial framework.
- Develop an inclusive culture across the College Group.
- Ensure the College's response to High Need Learners with EHCP's meets the legal requirements and processes for learners with additional needs adheres to statutory guidance related to inclusive practice.
- To line manage the ALS Coordinators, Transition Coordinator, Specialist Assessors, Specialist Teachers, and department Administrators.
- Operate within an agreed resourcing model and budget and undertake effective budgetary planning and management of internal and external funds.
- Monitor the ALS budget (including high needs funding) with Assistant Principal Student Support and deploy learning support resources accordingly.
- Sustain a rigorous system to complete annual reviews, working in partnership with all stakeholders and meet statutory timeframes.
- Review and develop systems for ALS referral and assessment to ensure that students' learning needs are identified early, and appropriate interventions put in place.
- Monitor the allocation of the support offer for all EHCP and ALS learners within the College Group.
- Monitor the impact of the support given to EHCP and ALS learners throughout the learner journey from application, enrolment through to transition beyond college.
- Produce an annual department self-assessment and quality improvement plan; continually review the provision and implement improvements to meet changing trends and local need.
- Collaborate with Curriculum teams, and other department e.g. MIS and Exams to ensure information regarding additional learning needs of students is widely and easily available and used to inform curriculum delivery as well as additional support.
- Develop effective communication pathways for all relevant stakeholders within and outside of the College (including Local Authorities, Exam Bodies, Parents/carers, Employers and Curriculum departments).
- Contribute to and deliver staff development.
- Lead the professional development and training regarding inclusive practice.
- Provide learner support with a focus on coaching, mentoring and safeguarding.
- Represent the College at School events and the ALS department at Open events, evening, and weekend, as required.
- Act as a Designated Safeguarding Officer.
- Perform any other duties as may be reasonably requested by managers.

Personal Competencies (Accountable at Level 3 and below) :

Core Competencies
- **Valuing Equality and Diversity**
- **Working with People;** Team Working, Communication
- **Results Focus;** Drive to Achieve Excellence, Technical Skills & Professionalism
- **Focus on Delivery;** Organisational Awareness, Customer/Student Focus
- **Self Motivation;** Adaptability & Flexibility, Accountability

Management Competencies

Apply in addition to Core competencies for all Managers, Curriculum Leaders and Supervisors
- **Performance Management**
- **Resource Management**

Key Relationships:

The postholder will need to form effective and co-operative working relationships, in particular with:
- Assistant Principle - Student Support (College Group)
- Student Support & ALS Team
- Senior Learning Support Assistant and Learning Support Assistants
- MIS department
- Client Services Team
- Managers & Teaching staff within Departments
- Representatives from external bodies, in particular Local Authorities and Exam Awarding Bodies

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:
1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
9. Support cross college events such as Open Evenings and Enrolment sessions when required
10. Adhere to all College procedures as detailed in the Employee Handbook
11. At all times seek to serve the best interests of the College
12. To provide cover for colleagues during periods of holiday or sickness absence
NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS
Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Level 7 qualification in SEND	✓	
Qualified Teacher	✓	
Maths & English GCSE / Level 2 equivalent	✓	
Equality & Diversity Level 2	✓	
Safeguarding Children & Vulnerable Adults Level 2	✓	

KNOWLEDGE & EXPERIENCE
Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Knowledge and understanding of the SEND Code of Practice and other statutory guidance	✓	
Knowledge and understanding of the wider SEND political landscape	✓	
Knowledge and understanding of high needs funding and associated timeframes	✓	
Experience of electronic recording and reporting systems to produce reports relating to areas of responsibility	✓	
Expertise in positive behaviour management	✓	
Experience of leading on mental health policy and procedure	✓	
Experience of working with young people with a wide range of disabilities	✓	
Ability to work under pressure and to meet deadlines	✓	

COMPETENCIES – refer to the Corporation Competency Framework and Job Description
Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	3
Working with People (Team Working, Communication)	3
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	3
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	3
Self Motivation (Adaptability & Flexibility, Accountability)	3
Performance Management	3
Resource Management	3